



# City of Culver City

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## Staff Report

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**CC - CONSENT ITEM: (1) Approval of a Purchase Order with South Coast Emergency Vehicles for the Repair of Culver City Fire Department Paramedic Rescue Vehicle in the Amount of \$47,600; (2) Approval of Purchase Orders with South Coast Emergency Vehicles in a Total Amount Not-to-Exceed \$150,000 During Fiscal Year 2023-2024; and (3) Approval of a Blanket Purchase Order with South Coast Emergency Vehicles in an Amount Not-to-Exceed \$100,000 Per Fiscal Year for Fiscal Year 2024-2025 through Fiscal Year 2027-2028.**

**Meeting Date:** June 24, 2024

**Contact Person/Dept.:** Allison Cohen/Transportation  
**Phone Number:** (310) 253-6543

**Fiscal Impact:** Yes  No       **General Fund:** Yes  No

**Attachments:**

**Commission Action Required:** Yes  No       **Date:**  
**Commission Name:**

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (06/19/2024)

**Department Approval:** Diana Chang, Chief Transportation Officer (06/12/2024)

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### **RECOMMENDATION**

Staff recommends the City Council (1) approve a purchase order with South Coast Emergency Vehicles in the amount of \$47,600 for the repair of a Culver City Fire Department Paramedic Rescue vehicle; (2) approve purchase orders with South Coast Emergency Vehicles for parts and repair services for the Fire Department's vehicle fleet in a total amount not-to-exceed \$150,000 in Fiscal Year 2023-2024; and (3) approve a blanket purchase order with South Coast Emergency Vehicles for parts and repair services in Fiscal Year 2024-2025 through Fiscal Year 2027-2028 in a total amount not-to-exceed \$100,000 per fiscal year.

### **BACKGROUND/ DISCUSSION**

The City's fleet of fire apparatus are highly specialized and repairs to the Department's fleet must be performed in strict accordance with original equipment manufacturer (OEM) specifications. The Transportation Department's Fleet Services Division is responsible for maintaining the City's fleet in

accordance with manufacturer specifications and other applicable National Fire Protection Association (NFPA) standards and works closely with the Fire Department to ensure that the fleet meets the operational demands of the Department. Staff performs preventive maintenance and repair work in-house and solicits support for specialized tasks and collision repair work from South Coast Emergency Vehicles when necessary.

South Coast Emergency Vehicles is the exclusive Pierce Manufacturing dealership for the Southern California region. As several of the City fire apparatus were manufactured by Pierce, and South Coast Emergency Vehicles provides parts and repair services, purchases from South Coast Emergency Vehicles are exempt from bidding requirements per Culver City Municipal Code (CCMC) Section 3.07.055.B. "when the equipment is a component for equipment or a system of equipment previously acquired by the City, and is necessary to repair, maintain, or improve the City's utilization of the equipment.". Additionally, per CCMC Section 3.07.065.C.6, repair and maintenance service for City-owned, occupied or operated real property and buildings are considered general services. CCMC 3.07.065.A. states that "the City may award purchase orders and contracts in any amount for professional or general services without complying with the provisions of this Subchapter; provided the purchase order or contract shall be based upon competitive quotations, whenever practical, as determined by the City Manager." Due to the specialized nature of the City's fleet of fire apparatus, limited number of service providers, and demand to return safety vehicles to service in a timely manner, it is not practical to solicit competitive quotes for repair services. Staff has found South Coast Emergency Vehicles to provide the most comprehensive service and most reliable quality repairs, aerial device testing, and OEM parts to meet the City's needs in the most efficient manner. Culver City staff has worked with South Coast Emergency Vehicles to provide parts and services in Fiscal Year 2023-2024 including ladder testing and repair, and most recently, accident repair services for Paramedic Rescue vehicle number 3744 that was involved in an accident on April 7, 2024.

In addition to the routine repair and maintenance supplies and work necessary to maintain the City's Culver City Fire Department Paramedic Rescue vehicle and the recent accident in April, the vehicle sustained damage requiring addition repairs throughout the fiscal year. As a result, the City's total purchase orders with South Coast Emergency Vehicles in Fiscal Year 2023-2024 have inadvertently exceeded the City Manager's \$50,000 purchasing authority per vendor per fiscal year. To address this, staff is seeking City Council approval for the City to authorize purchase orders with South Coast Emergency Vehicles for parts and repair services for the Fire Department's vehicle fleet in a total amount not-to-exceed \$150,000 in Fiscal Year 2023-2024. Additionally, staff is seeking City Council authorization to approve a blanket purchase order in Fiscal Year 2024-2025 through Fiscal Year 2027-2028 to allow for expedited repair of the City's fire apparatus in the event of a collision or other major maintenance in an amount not to exceed \$100,000 per fiscal year.

## **FISCAL ANALYSIS**

There is sufficient funding in the Revised Budget for Fiscal Year 2023-2024 in Account No. 10145200.600800 (Fire Suppression - Equipment Maintenance Expenses) for these repairs. Sufficient funding has been included in the Adopted Budget for Fiscal Year 2024-2025 in the same account for the first year of the proposed blanket purchase order. Funding for future years of the blanket purchase order will be included in future fiscal year budgets.

## **ATTACHMENTS**

None.

## **MOTIONS**

That the City Council:

1. Approve a purchase order with South Coast Emergency Vehicles in the amount of \$47,600 for the repair of a Culver City Fire Department Paramedic Rescue; and,
2. Approve the existing purchase orders with South Coast Emergency Vehicles for parts and repair services for the Fire Department's vehicle fleet in a total amount not-to-exceed \$150,000 for Fiscal Year 2023-2024; and,
3. Approve a blanket purchase order with South Coast Emergency Vehicles for parts and repair services in Fiscal Year 2024-2025 through Fiscal Year 2027-2028 in a total amount not-to-exceed \$100,000 per fiscal year; and
4. Authorize the Purchasing Officer to execute such purchase orders on behalf of the City.